

REQUEST FOR TRANSPORTATION

(To be used for any travel involving discounted fare on other commercial carriers, e.g. Home Leave, Repatriation, etc.)

Please read the reverse side carefully before filling out this form.

RECEIVED

15 JUN 1966

PERSONNEL DIVISION
TAIPEI

DISTRIBUTION OF COPIES:

1. DIRECTOR OF PERSONNEL
2. S&SM METD
3. T-C'S OFFICE (RAD)
4. EMPLOYEE

Date: 10 June 1966

Edwin M. Walsh

SIGNATURE

1. Employee: Edwin M. Walsh, SPROP AND TNN

NAME, POSITION, DEPT. & STATION

2. Dependents:

NAME IN FULL	RELATIONSHIP	BIRTH DATE (FOR CHILDREN)
<i>Edwin M. Walsh</i>		

APPROVED FOR
RELEASE DATE:
24-Aug-2010

3. Home Address: Oswego, New York. USE Washington, D.C. Office for U.S.A. contact

HOUSE NO., STREET, CITY, STATE - IF APARTMENT, ALSO INDICATE APARTMENT NO.

4. Purpose of Travel: Home Leave Discounted Fare at Employee's Expense

Repatriation Payment by salary deduction **SALARY DEDUCTION JUN. 1966**
 Payment by personal check
 Payment by cash

5. Itinerary:

FROM/TO/ROUTE	DATE	CARRIER	CLASS	REMARKS
Round the world per attached list	1/7/66 TO 8/10/66	Per attached list	First Tourist	1) Excess in cost of indicated travel over most direct first class allowable H/L fare to be for employee account. (2) Indicated travel dates may be adjusted 1-2 days, at direction of Reservation Center, to suit scheduler/space availability.

6. Reservation: Required Not Required Arranged by Employee

7. Tickets to be held at/sent to E. Walsh TNN AIRFIELD on/about 30 June 1966

8. Approved by J. G. Johnson Title DSHP Date 16 June 1966

Approved by R. M. Bent Title DSHP Date 16 June 1966

9. SPACE FOR PERSONNEL DIVISION USE ONLY:

(Applicable items will be checked by the

Records Section for the approval of the Director of Personnel).

Employee and/or dependents is/ authorized Company-paid air transportation, 1st class or as available by the most direct and economical route:

FROM: Taipei, Taiwan and return Oswego, N.Y. and return Taipei, Taiwan via Trans World Airlines (TWA) leave Travel Shop Div.

Reference No.: PND-RFT- 66/795

Tickets to be stamped so that they are non-negotiable and non-transferable, and any refund is payable to the Company only.

Cost/Excess in cost, if any, is to be collected from employee before issuing tickets.

Please stamp tickets valid until 16 June 1966

Remarks: Leave travel

NOTE: Approval by the DP is given only for the determination whether the travel is to be charged to the employee or the Company, and the verification of the employee's status with the Company and/or the relationship between the employee and the person(s) requesting the travel. The request for discounted fare travel is subject to arrangements that can be made by the Sales & Services Division, or agreements existing, between the Company and the carriers involved.

Checked by:

SUPERVISOR, R/S-PND

DATE

Approved by:

DIRECTOR OF PERSONNEL

16 June 1966

DATE

EXPLANATORY NOTE

(Numbers corresponding to those shown on the front page)

1. Employee

Show name, position, department, signature and date. This line must be completed even if travel is for dependents only. If travel is requested for employee, check (X) the box preceding "Employee".

2. Dependents

If travel is requested for dependents, check (X) the box preceding "Dependents" and fill in their names, relationship and, if children are involved, their dates of birth. Leave this space blank if dependents' travel is not involved.

3. Home Address

Address where contacts may be made.

4. Purpose of Travel

Indicate by checking (X) in appropriate box. For discounted Fare at employee's expense, the method of payment selected must be further indicated as provided and shall be subject to approval by the Credit & Collections Manager.

5. Itinerary

Fill in detailed itinerary and indicate names of carriers, class, dates, etc. and whether or not return trip is required. If berths are desired, indicate under Remarks section. It must be borne in mind that tickets are issued according to the itinerary as set forth by the employee. Therefore, check with the Ticketing Office, if necessary, with regard to carriers, dates, etc. before listing itinerary. Remember that an incomplete travel request will lead to unnecessary exchange of correspondence and may delay travel arrangements.

6. Reservations

Indicate by checking (X) in appropriate box.

7. Tickets to be held at
on/about

Show where you want the tickets to be picked up by or sent to employee or dependents.

8. Approved by

To be approved by Department Head, Division Director, and Company Officer where applicable.

9. Space for Personnel
Division

This box is to be completed by the Personnel Division only.

NOTE: This form should be typed out in four (4) copies. Submit all four (4) copies after approval by all concerned to the Personnel Division at least four weeks prior to the proposed date of departure.

All matters concerning the issuance of tickets and any subsequent re-routing of tickets, or refund of unused tickets or exchange orders should be taken up by the employee with S&S Manager, Taipei, directly and NOT with the Personnel Division, unless alteration of Company allowance is involved.